

POLICE CRIMINAL INFORMATION SPECIALIST I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include receiving and responding to requests for information from law enforcement officers in the field. Criminal Information Specialists I provide immediate response to Police Officers through radio communication or other necessary means, disseminating information such as criminal histories, offenses, warrants, vehicle registrations, stolen vehicles and property and missing persons. Employees of this class enter, locate, and retrieve such information or data which is maintained by the department and other law enforcement entities, including the Louisiana Law Enforcement Telecommunications System, and the FBI/NCIC System. Police Criminal Information Specialists I perform the duties of the positions under close supervision, having work assigned and reviewed under the direction of a Police Criminal Information Specialist II. This class ranks directly below that of a Police Criminal Information Specialist II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Replies to requests for assistance from law enforcement officers for information, such as criminal histories, offenses, warrants, vehicle registrations, stolen property, and missing persons. Determines priority level of request according to established department procedures and disseminates information by radio, or other appropriate means.

Operates terminal equipment connected to Louisiana Law Enforcement Telecommunications System, NCIC, and other law enforcement and criminal justice entities. Communicates with Louisiana State Police or other law enforcement agencies by telephone or radio in order to exchange information. Notifies special units or agencies designated by department procedures in special or emergency situations.

Operates departmental computer equipment in order to enter and retrieve information and records maintained by the department. Organizes and files correspondence, forms, records, and reports which may be generated in the assigned division or section. Stamps material to be filed in order to record the date and time of receipt. Enters routine information in department records maintained either in hard copy files or the computer database, and fills out all forms or records required or assigned.

Performs appropriate back-up function in computer files. Keeps records on the location of materials removed from files. Traces missing files. Compiles and organizes information for reports, and prepares reports as may be required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

BR	01-20-00
	(01-01-00)
REV	12-21-00
	11-18-04
	04-02-09
	06-30-09
	12-17-09